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MEMORANDUM

25 February 1947

TO: Deputy Executive, Personnel &
Administration Branch

FROM: Acting Chief, Services Division

SUBJECT: Memorandum of Understanding

1. In accordance with your request of yesterday, I am submitting herewith the understanding of this office regarding the proposed move

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2. It is the belief of this office, that the information outlined hereafter is already contained implicitly in memorandum dated February 17, 1947, signed by then Colonel E. K. Wright. It is, therefore, the purpose of this memorandum to attempt a more specific treatment of the responsibilities which are vested in the Office or Branch concerned.

(a) Paragraph 1. a. of said memorandum should remain undisturbed.

(b) It is suggested that paragraph 1. b. be amended to read as follows:

1. b. That the Executive for Personnel & Administration, in conjunction with the Assistant Director for Operations:

(1) Provide for the movement of personnel and necessary equipment from [REDACTED]. An expenditure of not to exceed \$30,000 is authorized for the renewal and replacement of operational equipment required by this move.

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(2) Initiate action for the necessary new construction at [REDACTED] at a cost not to exceed \$35,000.

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(3) Enter into contracts for public utilities necessary for operational services at [REDACTED].

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The above amendment is suggested due to the fact that procurement authority has been vested in the Executive for Personnel & Administration Branch and subsequently redelegated to the Deputy Executive for Personnel & Administration Branch and Chief, Services Division.

3. It would, therefore, appear necessary for a properly authorized

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representative of Executive for Personnel & Administration Branch to enter into and effect the commitments contemplated by paragraphs 1. b. (1) to (3) inclusive. On the basis of the proposed amended directive, it would appear desirable for the Executive for Personnel & Administration Branch to take the following action:

- (A) For the purpose of effecting paragraph 1. b. (1), dispatching an expert in the movement of personnel and equipment, familiar with transportation methods, [REDACTED] facilities, if the need arises.
- (B) For the purpose of effecting paragraph 1. b. (2), assuming that personnelwise, etc., the new construction is presently required, (a) undertake the negotiation of a contract as a primary party, or (b) arrange with the local Federal Works Agency to execute, perform, and supervise the contract. Whether the necessity for the new construction exists at this time is not known, due to the lack of personnel, equipment, etc., but, at such time, as the contingencies become more certain, then either one of the alternatives mentioned here should be selected.
- (C) For the purpose of effecting paragraph 1. b. (3), this can be accomplished at the same time as the negotiation of the lease.

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